NORTH DAKOTA ENTERPRISE ARCHITECTURE

DOCUMENT MANAGEMENT

Purpose
To share knowledge and data, coordinate training, promote user groups and reduce cost of training and purchase of development tools/languages.

Standard
All new document management initiatives shall use an Enterprise Repository as identified in Appendix A.

Policy
Stored records shall be indexed to allow search and retrieval across the enterprise.

Applicability
This standard applies to all executive branch state agencies excluding the University Systems Office and other higher education institutions, i.e. campuses and agricultural and research centers.

Definition
Document Management Initiative – A formal process of researching and planning for deployment or integration of production level EDMS technologies.

Document Management – Technology for managed storage and retrieval of system generated documents or objects in their native format. Generally deployed as part of an EDMS.

EDMS – Electronic Document Management System – A collection of enabling technologies used to create, index, capture, store, retrieve, and manage electronic objects. Technologies generally included are document management, imaging, e-forms/forms processing, report management (COLD – Computer Output to Laser Disk), and workflow.

Enterprise Repository – A common environment, available to all agencies, designed to hold data, information and other digital objects. The repository may consist of multiple solutions providing a secure centralized storage infrastructure.

Record - A document, book, paper, photograph, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference and stocks of publications and of processed documents are not included within the definition of records.

Guidance
Refer to the EDMS Best Practices document.

Non-Compliance

Non-compliance with this standard shall be reported to the Office of the State Auditor.

Version Control

This standard supersedes Standard STD013-01

NORTH DAKOTA ENTERPRISE ARCHITECTURE

APPENDIX A

Enterprise Repository

1. FileNet